ARMY SUBSTANCE ABUSE PROGRAM (ASAP) Brigade/Separate Battalion Level. This sub-area consists of 15 items and will be rated SATISFACTORY if 11 of the 15 items receive a SATISFACTORY rating including the 5 critical areas (Separate Battalions should read references to brigade as battalion and references to battalion as company.)

COMMAND INSPECTION PROGRAM CHECKLIST				
INSPECTED UNIT *(Unit, Battalion)*		STAFF PROPONENT **ACofS, G1 (EAID-GO)**	INSPECTION DATE	CHECKLIST NO. **1.1a(1)**
UNIT POC *(Rank, Last, First, MI, Phone No.)*		INSPECTOR *(Rank, Last, First, MI, Phone No.)*	INSPECTED AREA **PERSONNEL SERVICES**	
INSPECTED SUB-AREA1 *(If Applicable)* **ARMY SUBSTANCE ABUSE PROGRAM (ASAP)**		INSPECTED SUB-AREA 2 *(If Applicable)*		

ITEM NUMBER	ASSESSMENT QUESTIONS	SCORE	
		POINTS	POSSIBLE
*1	Does the brigade have an officer on orders as the Alcohol and Drug Control Officer, IAW AR 600-85, Chapter 1, Section 1-24A		10
2	Has the ADCO successfully completed the certification training conducted by the 2ID Alcohol and Drug Control Office?		5
3	Does the brigade have at least one officer or senior NCO on orders and certified as an alternate ADCO?		5
4	Does the brigade ensure subordinate units have primary and alternate Unit Prevention Leaders(UPL) appointed on orders, IAW AR 600-85, Chapter 1, Section III?		5
5	Are the battalion UPL's properly trained with DA Form 87, Certificates of Training on file with the brigade ADCO?		5
*6	Has the brigade's ADCO inspected each subordinate battalion and separate company program in the last twelve months, IAW the standards of Section 2b and CIP guidelines?		10
*7	Has the brigade achieved 95% or better drug testing quota utilization at least 9 of the past 12 months?		10
*8	Has the brigade achieved the target of 10% or less absent from scheduled ASAP appointment at least 9 of the last 12 months?		10
*9	Has the brigade accomplished at least 75% of the prevention education directed by AR 350-1 at least 3 of the last 4 quarters?		10
10	Is a hardcopy or electronic version of AR 600-85 on hand with the ADCO including current changes or on valid requisition?		5
11	Are Additional Duty Appointment orders available?		5

* Denotes critical SAT/UNSAT Must Pass Criteria

ARMY SUBSTANCE ABUSE PROGRAM (ASAP)

ITEM NUMBER	ASSESSMENT QUESTIONS	SCORE POINTS	SCORE POSSIBLE
12	Does the unit have the latest edition of the Leader's Handbook for Drug and Alcohol Abuse Prevention (hardcopy or electronic version)?		**5**
13	Does the unit have the latest edition of the Unit Prevention Leader's Handbook (hardcopy or electronic version)?		**5**
14	Does the unit have Inspection reports for all subordinate units?		**5**
15	Does the unit have the Unit Prevention Leader Certification Training Program CD-ROM?		**5**

1.1a(1), PERSONNEL SERVICES, ARMY SUBSTANCE ABUSE PROGRAM

INSPECTOR SIGNATURE / DATE	SAT SCORE $\geq$ **80**	OVERALL RATING COMMENDABLE = $\geq$90% SAT = 80-89% UNSAT = <80%	TOTAL / POSSIBLE /**100** ___ **%**

* Denotes critical SAT/UNSAT Must Pass Criteria

ARMY SUBSTANCE ABUSE PROGRAM (ASAP). Battalion Level. This sub-area consists of 15 items and will be rated SATISFACTORY if 11 of the 15 items receive a SATISFACTORY rating including the 5 critical areas. References are AR 600-85, USFK 600-40, EUSA Policy 11 and 2ID Policy 12.

COMMAND INSPECTION PROGRAM CHECKLIST			
INSPECTED UNIT *(Unit, Battalion)*	STAFF PROPONENT **ACofS, G1 (EAID-GO)**	INSPECTION DATE	CHECKLIST NO. **1.1a(2)**
UNIT POC *(Rank, Last, First, MI, Phone No.)*	INSPECTOR *(Rank, Last, First, MI, Phone No.)*	INSPECTED AREA **PERSONNEL SERVICES**	
INSPECTED SUB-AREA1 *(If Applicable)* **ARMY SUBSTANCE ABUSE PROGRAM (ASAP)**		INSPECTED SUB-AREA 2 *(If Applicable)*	

ITEM NUMBER	ASSESSMENT QUESTIONS	SCORE POINTS	SCORE POSSIBLE
*1	Does the battalion have a primary and alternate officer or NCO on orders as UPL IAW AR 600-85?		10
2	Has the battalion UPL ensured that each company has a primary and an alternate UPL on special duty appointment orders?		5
*3	Have the company primaries and alternates successfully completed the certification training conducted by the 2ID Alcohol and Drug Control Office?		10
4	Are the certificates of training for each company UPL kept in the battalion SOP book?		5
5	Does the battalion UPL disseminate drug testing quotas to subordinate companies?		5
*6	Does the battalion ensure that each company submits their monthly quotas?		10
7	Does the battalion UPL conduct program evaluation via regular briefings or summary inputs to the Battalion Commander?		5
*8	Does the battalion have a written SOP for random testing procedures (i.e. to avoid pre-selection in random testing situations) or copies of the company SOP for each subordinate company?		10
*9	Does the battalion UPL inspect subordinate company programs annually, IAW the standards of sections 2c and 2d?		10
10	Does the battalion UPL monitor company-level prevention education to ensure that quarterly substance abuse training is conducted IAW AR 350-1, Chapter 4 and Table 4-1?		5
11	Is AR 600-85 available (either hardcopy or electronic version)?		5
12	Is the Leaders Handbook for Drug and Alcohol Abuse Prevention available (either hardcopy or electronic version)?		5
13	Is the Unit Prevention Leaders Handbook available (either hardcopy or electronic version?		5
14	Are inspection reports for all subordinate companies available ?		5
15	Is the Unit Prevention Leader Certification Training Program CD-ROM available?		5
INSPECTOR SIGNATURE / DATE	SAT SCORE **≥ 80**	OVERALL RATING COMMENDABLE = ≥90% SAT = 80-89% UNSAT = <80%	TOTAL / POSSIBLE **/100** ___ **%**

* Denotes critical SAT/UNSAT Must Pass Criteria

ARMY SUBSTANCE ABUSE PROGRAM (ASAP) Company Commanders Level. This sub-area consists of 10 items and will be rated SATISFACTORY if 8 of the 10 items receive a SATISFACTORY rating.
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COMMAND INSPECTION PROGRAM CHECKLIST					
INSPECTED UNIT *(Unit, Battalion)*		STAFF PROPONENT **ACofS, G1 (EAID-GO)**		INSPECTION DATE	CHECKLIST NO. **1.1a(3)**
UNIT POC *(Rank, Last, First, MI, Phone No.)*		INSPECTOR *(Rank, Last, First, MI, Phone No.)*		INSPECTED AREA **PERSONNEL SERVICES**	
INSPECTED SUB-AREA1 *(If Applicable)* **ARMY SUBSTANCE ABUSE PROGRAM (ASAP)**			INSPECTED SUB-AREA 2 *(If Applicable)*		

ITEM NUMBER	ASSESSMENT QUESTIONS		SCORE	
			POINTS	POSSIBLE
1	Is the commander familiar with 2ID Alcohol Abuse Policy Letter 12?			5
2	Is the commander familiar with the referral/rehabilitation procedures and programs available as part of the ASAP (Chapter 4, IAW AR 600-85)?			5
3	Has the commander appointed on orders at least one UPL and alternate (Chapter 10, AR 600-85)?			5
4	Does the commander publicize the fact that the abuse of alcohol or other drugs will not be condoned in the unit (Para. 2-3, AR 600-85)?			5
5	Is the commander familiar with the current status of soldiers enrolled in or recently referred to the ASAP?			5
6	Does the commander attend Rehab Team Meetings and Track III graduations, IAW Chapter 4, AR 600-85 and 2ID Policy 12?			5
7	Are Newcomers Briefings conducted IAW EUSA Policy 25 and 2ID Policy Letters 12?			5
8	Has the unit accomplished quarterly alcohol and drug abuse prevention training at least three of the last four quarters(AR350-1)?			5
9	Has the unit conducted monthly random urinalysis tests at least 11 of the last 12 months (Chapter 10, AR 600-85) ?			5
10	Has the unit achieved the division standard of no more than 10% absent from scheduled appointments at least 9 of the last 12 months?			5
INSPECTOR SIGNATURE / DATE		SAT SCORE $\geq$ 40	OVERALL RATING COMMENDABLE = $\geq$90% SAT = 80-89% UNSAT = <80%	TOTAL / POSSIBLE **/50** ___ **%**

* Denotes critical SAT/UNSAT Must Pass Criteria

ARMY SUBSTANCE ABUSE PROGRAM (ASAP) Company UPL Level. This sub-area consists of 15 items and will be rated SATISFACTORY if 11 of the 15 items including the 5 critical areas receive a SATISFACTORY rating.

COMMAND INSPECTION PROGRAM CHECKLIST				
INSPECTED UNIT *(Unit, Battalion)*	STAFF PROPONENT **ACofS, G1 (EAID-GO)**		INSPECTION DATE	CHECKLIST NO. **1.1a(4)**
UNIT POC *(Rank, Last, First, MI, Phone No.)*	INSPECTOR *(Rank, Last, First, MI, Phone No.)*		INSPECTED AREA **PERSONNEL SERVICES**	
INSPECTED SUB-AREA1 *(If Applicable)* **ARMY SUBSTANCE ABUSE PROGRAM (ASAP)**	INSPECTED SUB-AREA 2 *(If Applicable)*			

ITEM NUMBER	ASSESSMENT QUESTIONS	SCORE	
		POINTS	POSSIBLE
*1	Have the UPL, and alternate(s) completed 2ID Coordinator's training or been recertified within the last 12 months?		10
2	Are there appointment orders and Certificates of Training for each UPL and Alternate?		5
3	Have the UPL and all alternates reviewed the Unit Prevention Leader Certification Training Program CD-ROM?		5
*4	Does the unit conduct urine drug tests and alcohol breath tests, IAW Chapter 10 & Appendix E of AR 600-85 and the 2ID UPL Handbook?		10
*5	Is random testing accomplished by procedures that avoid pre-selection and by means that are unpredictable (Chapter 10, Para 10-5)?		10
6	Does the UPL develop, coordinate, and deliver education and preventive training on alcohol and drug abuse at least quarterly(AR 350-1)?		5
7	Does the UPL forward written reports to the ADCO which include date of training, instructor's name, number of soldiers trained, and number assigned?		5
8	Has the UPL met with the staff at the servicing counseling center(s)? Does the UPL maintain contact with servicing Community Counseling Center(s) to ensure effective soldier's services including enrollments, appointments, and releases?		5
*9	Does the UPL maintain urinalysis testing records that include: Name, Rank, SSN, Date of Test, Test Code Used and Test Results?		10
*10	Is the above information marked for Official Use Only (FOUO) and kept in a locked container with limited access?		10
11	Is AR 600-85 available (either hardcopy or electronic version)?		5
12	Is the Leaders Handbook for Drug and Alcohol Abuse Prevention available (either hardcopy or electronic version)?		5
13	Is the Unit Prevention Leaders Handbook available (either hardcopy or electronic version)?		5
14	A written SOP for random testing procedures (i.e. to avoid pre-selection in random testing situations)?		5
15	Is the Unit Prevention Leader Certification Training Program CD-ROM available?		5

INSPECTOR SIGNATURE / DATE	SAT SCORE $\geq$ **80**	OVERALL RATING COMMENDABLE = $\geq$90% SAT = 80-89% UNSAT = <80%	TOTAL / POSSIBLE **/100** ___ **%**

* Denotes critical SAT/UNSAT Must Pass Criteria